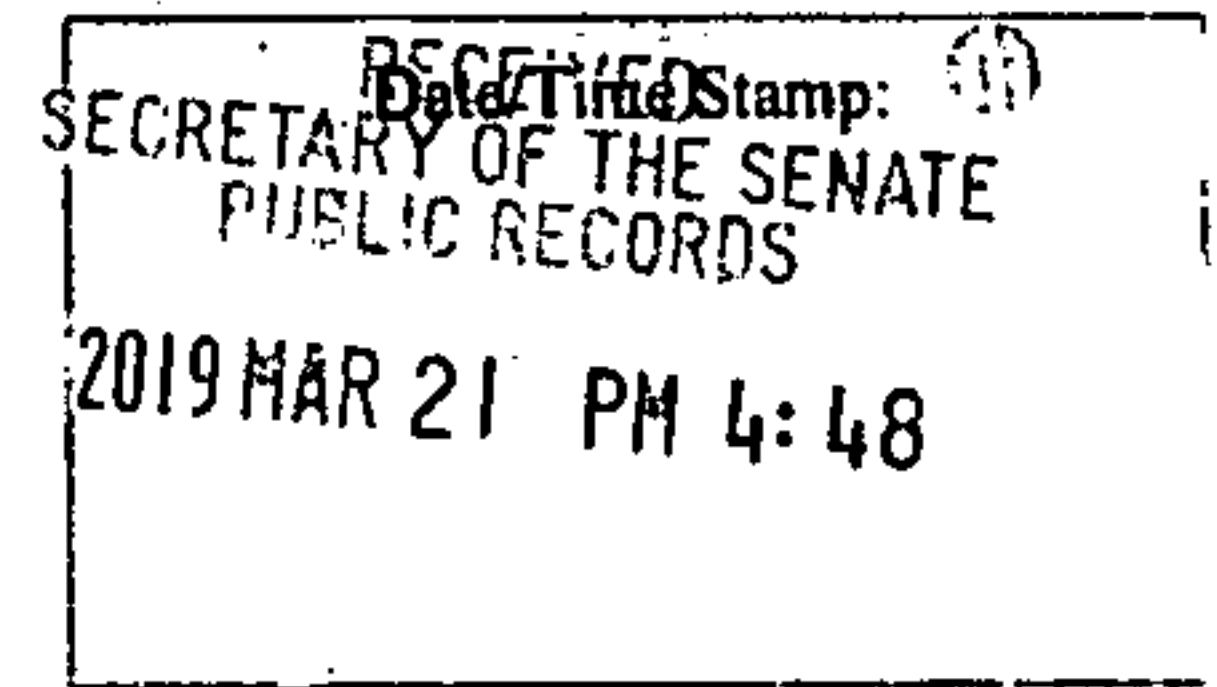


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Casey Family Programs

Private Sponsor(s) (list all): _____

Travel date(s): March 18, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	Amtrak \$213.50 bus \$47.96	n/a	\$43.26	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): New Jersey Department of Children and Families; Heritage South Family Success Center

full agenda attached

3/21/19
(Date)

Karishma Merchant
(Printed name of traveler)

Karishma Merchant
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/21/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

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The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Casey Family Programs is the sole sponsor and is organizing the educational visit to give staff a better understanding of how a child welfare system functions and the importance of prevention services and collaboration with providers to improve outcomes for children and families.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Casey Family Programs is the nation's largest private operating foundation focused exclusively on safely reducing the need for foster care and improving outcomes for children and families. The trip will provide information and insight to congressional staff overseeing federal policy on child welfare.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Casey Family Programs has sponsored previous educational trips for staff to highlight model programs and promising practices and to allow staff to talk with local and state officials in addition to child welfare practitioners and other experts to understand how federal programs and policies impact them.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Casey Family Programs sponsors educational briefings. It produces reports and policy briefs on child welfare and it provides data, research and analysis on ways to safely reduce the number of children in foster care and to improve outcomes for children and families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Amtrak regional train from Washington, DC to Trenton, NJ and return \$258 coach class transportation in NJ \$50	n/a	\$56	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized with regard to congressional participation

18. Reason for selecting the location of the event or trip

New Jersey's child welfare program is implementing prevention services including an innovative range of services like System of Care, Mobile Crisis Units and Family Success Centers.

19. Name and location of hotel or other lodging facility:

none

20. Reason(s) for selecting hotel or other lodging facility:

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The meals are within the federal per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Amtrak regional train coach class ticket and coach class ground transportation

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

no entertainment will be provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Barbara J. Pryor, Senior Director

Name of Organization: Casey Family Programs

Address: 1200 17th Street, NW Suite 410, Washington DC 20036

Telephone Number: 202-467-1151

Fax Number: 202-467-4499

E-mail Address: bpryor@casey.org

Itinerary for Congressional Site Visit New Jersey – March 18, 2019

- 7:25 am *Amtrak Regional Train departs Union Station*
- 9:48 am *Amtrak arrives in Trenton; travel to NJ Department of Children and Families
50 E State St, Trenton, NJ*
- 10:00 am - *5 to 8 minute drive to NJ Department*
- 10:15 am
- 11:00 am **Meeting and overview from NJ Department of Children and Families**
Christine Beyer, Commissioner
- How families come to the attention of child welfare
Data about the children and families coming to the attention of child welfare (highlight NJ and national data)
 - Presentation on NJ unique System of Care that has helped the state reduce the number of children in foster care while most states are seeing increasing
 - It will cover the continuum of services offered to families, Family Success Centers, foster care, kinship care
 - Evidence about what NJ knows works – highlight data and outcomes
 - Q&A/discussion
- 11:00 am
- 11:30 am **Presentation on NJ mobile crisis team intervention presentation**
Perform Care partner: (Kathleen Enerlich, Executive Director) and DCF co-presenter (Wyndee Davis, Assistant Director, Children's System of Care)
- Discuss 24/7 mobile crisis team intervention, incl. how calls come in, how the interdisciplinary team is structured, the services and supports needed to respond
 - Highlight outcomes of unique program
- 11:30 am
- 12:00 noon Tour NJ's hotline for child abuse calls and get presentation from hotline worker
Nancy Carre-Lee, Assistant Director, Division of Child Protection and Permanency
Robyne Giles, SCR Administrator, Division of Child Protection and Permanency
(same office complex)
- 12:00, noon
- 1:30 pm **Working lunch with constituent round table of foster youth, birth parents led by Aubrey Powers, Executive Director, Office of Family Voice**
- 1:30 pm
- 1:45 pm *Depart and travel to Heritage South Family Success Center
554 Princeton Avenue, Trenton, NJ*
(10 minute drive from DCF office)

List of Senate Staff covering foster care for New Jersey site visit on March 18, 2019

Ryan Martin, Senior Advisor, Human Services
Chairman Chuck Grassley

Liesel Crocker, Legislative Assistant
Senator Chuck Grassley

Marisa Morin, Fellow
Ranking Member Ron Wyden

Kellie McConnell, Deputy Legislative Director
Senator Crapo

Emily Patt, Legislative Assistant
Senator Pat Roberts

Natalia Riggan, Legislative Assistant
Senator Mike Enzi

Claire Sanderson, Legislative Assistant
Senator John Cornyn

Danielle Janowski,
Senator John Thune

Rachel Soclof, Legislative Assistant
Senator Richard Burr

Michael Black, Legislative Assistant
Senator Johnny Isakson

Megan Harrington, Legislative Assistant
Senator Rob Portman

Theo Merkel, Legislative Assistant
Senator Pat Toomey

Emily Lavery, Deputy Legislative Assistant
Senator Tim Scott

Mary Moody, Health Legislative Assistant
Senator Bill Cassidy

20190318

Agenda Overview

March 18, 2019

Morning train to Trenton, New Jersey, arriving around 9:45 am

Bus ride to New Jersey Department of Children and Families, approximately 10 minutes

NJ Department of Children and Families

Time: 10:15 am – 1:30 pm

Location: NJ Department of Children and Families, 50 E State Street, Trenton, New Jersey 08608

Agenda for Meeting

10:15 – 10:45 am	Christine Beyer, Commissioner to provide an overview of the Department and how children come to the attention of child welfare and the response.
10:45 – 11:00 am	Discussion/ Q&A
11:00 – 11:15 am	Kathleen Enerlich and Wyndee Davis to discuss the New Jersey Mobile Crisis Team intervention.
11:15 – 11:30 am	Discussion/ Q&A
11:30 – 11:50 am	Tour hotline center and hear from hotline worker. Nancy Carre-Lee and Robyne Giles.
11:50 – 12:00 pm	Discussion/ Q&A
12:00 – 12:50 pm	Constituent Roundtable of foster youth and birth parents led by Aubrey Powers, Executive Director, Office of Family Voice. <i>Lunch provided.</i>
12:50 – 1:20 pm	Discussion/ Q&A

Confirmed Participants

Christine Beyer, Commissioner NJ Department of Children and Families (DCF)
Kathleen Enerlich, Executive Director of Perform Care
Wyndee Davis, Assistant Director, Children's System of Care, NJ
Nancy Carre-Lee, Assistant Director, Division of Child Protection and Permanency
Robyne Giles, SCR Administrator, Division of Child Protection and Permanency
Aubrey Powers, Executive Director, Office of Family Voice

1:30 pm *Depart and travel to Heritage South Family Success Center*

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC FEB14'19PM 2:33

Karishma Merchant

Name of Traveler: _____

Senator Tim Kaine

Employing Office/Committee: _____

Private Sponsor(s) (list all): Casey Family ProgramsTravel date(s): March 18, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Trenton, NJ

Explain how this trip is specifically connected to the traveler's official or representational duties:

Karishma is Senator Kaine's education policy advisor and oversees his child welfare portfolio. She also staffs him on his assignment to the Health, Education, Labor, and Pensions (HELP) Committee. This trip would help enhance Karishma's understanding of child welfare policy, inform the Senator's work on the HELP Committee and the upcoming reauthorization of the Child Abuse Prevention and Treatment Act.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/14/19
(Date)Karishma Merchant
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Tim Kaine

Karishma Merchant

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/14/19
(Date)Tim Kaine
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Casey Family Programs
2. Description of the trip: 1-day visit to Trenton, New Jersey to visit the State Human Services Department and local child welfare providers to see first hand prevention services and collaboration by programs
3. Dates of travel: March 18, 2019
4. Place of travel: Trenton, New Jersey
5. Name and title of Senate invitees: List Attached
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

SECRET

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip.*

[OR]

OR

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Private Sponsor Certification - Page 2 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Casey Family Programs sponsors educational briefings. It produces reports and policy briefs on child welfare and it provides data, research and analysis on ways to safely reduce the number of children in foster care and to improve outcomes for children and families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Amtrak regional train from Washington DC to Trenton NJ and return \$256 coach class transportation NJ \$50	n/a	\$56	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was designed for staff to visit the NJ Human Services Department and local providers to see first hand for NJ is collaborating on prevention services.

18. Reason for selecting the location of the event or trip

New Jersey's child welfare program is implementing prevention services including an innovative range of services like System of Care, Mobile Crisis Units and Family Success Centers

19. Name and location of hotel or other lodging facility:

none

20. Reason(s) for selecting hotel or other lodging facility:

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7:25 am

9:48 am

10:00 am -

10:15 am

11:00 am

Christine Beyer, Commissioner

- How families come to the attention of child welfare
- Data about the children and families coming to the attention of child welfare (highlight NJ and national data)
- Presentation on NJ unique System of Care that has helped the state reduce the number of children in foster care while most states are seeing increasing
- It will cover the continuum of services offered to families, Family Success Centers, foster care, kinship care
- Evidence about what NJ knows works – highlight data and outcomes
- Q&A/discussion

11:00 am

11:30 am

Perform Care partner: (Kathleen Enerlich, Executive Director) and

DCF co-presenter (Wyndee Davis, Assistant Director, Children's System of Care)

- Discuss 24/7 mobile crisis team intervention, incl. how calls come in, how the interdisciplinary team is structured, the services and supports needed to respond
- Highlight outcomes of unique program

11:30 am

12:00 noon

12:00, noon

1:30 pm

Aubrey Powers, Executive Director, Office of Family Voice

Constituents – TBD

1:30

1:45



Christine Calpin
Managing Director-Public Policy
Casey Family Programs